

## Training Module

## Microsoft Excel - Advanced - ONLINE

<b>DAY-1</b>	<b>SESSION 1</b>	<ol style="list-style-type: none"> <li>1 Introduction</li> <li>2 Essential Shortcuts</li> <li>3 Using Autofill</li> <li>4 Flash Fill</li> <li>5 Auto Complete</li> </ol>	<ol style="list-style-type: none"> <li>6 Formula vs Functions</li> <li>7 Justify</li> <li>8 Absolute &amp; Relative &amp; Mixed References</li> <li>9 Let's Know the Errors</li> </ol>
<b>DAY-2</b>	<b>SESSION 2</b>	<ol style="list-style-type: none"> <li>1 Ranges and Range N</li> <li>2 Sorting (trick - Blank R</li> <li>3 Paste Special</li> <li>4 Go to</li> <li>5 Find and Replace</li> <li>6 Format Painter</li> </ol>	<ol style="list-style-type: none"> <li>7 Date Function</li> <li>8 Text Functions - LEFT/RIGHT/MID/ LOWER UPPER/PROPER/LEN / &amp; ? CONCATENATE</li> <li>9 STATUS BAR</li> <li>10 Math Functions - MAX/MIN/ LARGE/SMALL ROUND/TRIM/COUNT/COUNTA</li> </ol>
<b>Day-3</b>	<b>SESSION 3</b>	<ol style="list-style-type: none"> <li>1 Formatting &amp; Custom</li> <li>2 Cell Styles</li> <li>3 Conditional Formattin</li> <li>4 Working with Tables /</li> <li>5 Slicers</li> </ol>	<ol style="list-style-type: none"> <li>6 Filters &amp; Advance Filter</li> <li>7 Remove Duplicates</li> <li>8 Outline and Grouping Data</li> <li>9 Text to Column</li> <li>10 Data Validations</li> </ol>
<b>Day-4</b>	<b>SESSION 4</b>	<ol style="list-style-type: none"> <li>1 Logical Functions - IF/AND/OR</li> <li>2 Information Function - IS??</li> <li>3 IFERROR</li> <li>4 Vlookup</li> <li>5 Vlookup - tricks and techniques</li> </ol>	
<b>Day-5</b>	<b>SESSION 5</b>	<ol style="list-style-type: none"> <li>1 Pivot Tables - Intro</li> <li>2 Pivot Tables</li> <li>3 Grouping</li> <li>4 Show Filter Pages</li> <li>5 Pivot Charts</li> </ol>	
<b>Day-6</b>	<b>SESSION 6</b>	<ol style="list-style-type: none"> <li>1 Charts and Charting Techniques</li> <li>2 Drawing Tools</li> <li>3 Flow Charts</li> <li>4 Views</li> </ol>	